

Fifth Annual Report

OF THE

Athens City Schools,

GEORGIA.

✧ Session 1890-91. ✧

ATHENS, GA.  
THE BANNER PRESS.  
1891.

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BOARD OF EDUCATION FOR 1890-91,

OFFICERS.

D. C. BARROW, JR	PRESIDENT.
J. A. HUNNICUTT	VICE PRESIDENT.
A. L. HULL	TREASURER.
C. D. FLANIGEN	SECRETARY.

MEMBERS.

1ST WARD.	{ R. K. REAVES, G. H. PALMER.	3RD WARD.	{ D. C. BARROW, JR., A. L. HULL.
2ND WARD.	{ CHAS. STERN, C. D. FLANIGEN.	4TH WARD.	{ E. R. HODGSON, J. A. HUNNICUTT.
AT LARGE.		{ R. B. RUSSELL, DR. JNO. GERDINE.	
MAYOR OF CITY, E. T. BROWN.			

### STANDING COMMITTEES.

FINANCE—Hunnicut, Chairman, Stern, Brown.  
SALARIES AND SUPPLIES—Brown, Chairman, Palmer, Reaves.  
BUILDINGS—Hodgson, Chairman, Palmer, Stern.  
GRIEVANCES—Reaves, Chairman, Stern, Gerdine.  
RULES AND LAWS—Russell, Chairman, Gerdine, Stern.  
EXAMINATIONS, COURSE OF STUDY AND TEXT BOOKS—Hull, Chair-  
man, Flanigen, Barrow.  
SANITARY AFFAIRS—Gerdine, Chairman, Hull, Hodgson.  
LIBRARY—Branson, Chairman, Barrow, Flanigen.

## OFFICERS AND TEACHERS.

### SESSION 1890-91.

E. C. BRANSON, SUPERINTENDENT.  
T. J. SIMMONS, ASS'T SUPERINTENDENT.

### WHITE SCHOOLS.

#### OCONEE STREET SCHOOL (Down-town Primary.)

MISS M. J. ROPER, Principal.  
MISS BESSIE CONGER,  
MISS M. KENNARD,  
MISS E. THORNTON.

#### MEIGS STREET SCHOOL (Up-town Primary )

MISS A. LINTON, Principal.  
MISS M. E. NOBLE.  
MISS M. RUSSELL.

#### WASHINGTON STREET SCHOOL (Central Grammar and High School.)

T. J. SIMMONS, Principal.  
MISS M. BACON, Assistant Principal.  
MISS A. PATMAN,  
MISS HALLIE HODGSON,  
MISS ANNIE HODGSON,  
MISS M. BERNARD,  
MISS M. LUCAS,  
MISS SUSIE NEWTON,  
MISS INA DILLARD,  
MISS MARY BRUMBY.  
MISS L. BACON.

### SUPPLY CORPS.

MISS FERRY BIRD, EULA BIRD, FLONNIE COLLINS.

### COLORED SCHOOLS.

#### BAXTER STREET SCHOOL.

A. J. CARY, Principal.  
JOHN H. MACK, Assistant Principal.  
MATTIE IVERSON,  
JUDIE JACKSON,  
JAMES W. DAVIS,  
MINNIE DAVIS,  
LAURA STEEDMAN,  
SUSIE MORTON.

## SCHEDULE OF SALARIES.

### WHITE SCHOOLS.

1st Year Teachers.....\$ 27.50 per mo. for 12 months  
2nd Year Teachers.....\$ 30.00 per mo. for 12 months  
3rd Year Teachers.....\$ 35.00 per mo. for 12 months  
4th Year Teachers.....\$ 40.00 per mo. for 12 months  
Principals of Primary Schools.....\$ 47.50 per mo. for 12 months  
Ass't Principal Grammar and High School.\$ 47.50 per mo. for 12 months  
Principal Grammar and High School....\$100.00 per mo. for 12 months

### COLORED SCHOOLS.

Teachers.....\$20.00, \$22.50, \$25.00, \$27.50, \$30.00 per mo. for 9 months  
Assistant Principal.....\$35.00 per mo. for 9 months  
Principal.....\$65.00 per mo. for 9 months

Janitors.....\$15.00 per month  
Secretary of Board of Education.....\$100.00 per year  
Superintendent of Schools.....\$1,800.00 per year.



## REPORT OF THE PRESIDENT OF THE BOARD OF EDUCATION.

TO THE BOARD OF EDUCATION, ATHENS CITY SCHOOLS,

Gentlemen:

I present herewith the report of Superintendent Branson, including statistics of our schools for the past year.

You will see that the schools have had a successful year.

As you know, the work in the Primary grades has been very much enlarged and improved, in certain lines of handwork tending to cultivate the senses of the children and train them in accuracy.

The Superintendent has received much valuable assistance in this work from Miss M. A. Bacon.

The beautiful display made by the schools at the close of the year showed the great value of this work.

I am sure I represent you when I express the very great regret I feel that our Superintendent has withdrawn from work in the schools. He has organized and brought them up to their present high standard, which gives greater praise to him than any I can speak.

We have also, as you know, lost some of our most useful teachers who have received deserved promotion in the line of their profession; but this promotion is at our cost.

I congratulate you on being able to fill the vacancy in the Superintendency, with one as familiar with the needs and possibilities of the school as Mr. Bond, and who is so competent to sustain and carry forward the work of the schools.

At best, however, where so many important changes in the officers of the schools occur, it will take the best efforts of all interested in the welfare of the schools to secure success.

Yours very respectfully,

DAVID C. BARROW, JR., President.

## REPORT OF FINANCE COMMITTEE.

JULY 1, 1890, TO JULY 1, 1891.

### RECEIPTS.

From City Treasurer	\$10,696 15
" State School Fund	2,651 14
" County Poll Tax Fund	946 83
" Tuition	126 50
	\$14,420 62

### EXPENSES—ORDINARY.

Salaries	\$13,629 05
Rents, Insurance, Water	385 23
Perishable Supplies, Coal, &c.	574 96
Permanent Equipments	319 20
Printing and Advertising	48 90
Office Expenses	27 19
Branson Library	126 50

### EXPENSES—EXTRAORDINARY.

Repairs, Making School Exhibit, and Superintendent's Expenses to Chicago and New York	365 44
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Total Expenses. \$15,476 47

Cost Tuition per pupil per Month—basis average attendance and salaries to teachers. \$1 20

J. A. HUNNICUTT, Chairman, F. C.

## ATHENS CITY SCHOOLS, TABULAR SHOWING, SESSION 1890-91.

	Meigs St. School.	Oconee St. School.	Washington St. School.	White Schools	Total	Baxter St. School (col.)	Grand Total.
Enrollment	131	240	401	772	1,414	458	1,230
Average Attendance	109	163	312	584	1,168	359	943
Total Absences	1594	3034	4042	8670	16,740	5291	13,961
Total Presences	17140	24749	50196	92086	1,961,445	53360	1,454,445
Attendance Per Cent.	91.5	89.0	92.5	91.3	90.9	90.9	91.2
Times Tardy	172	85	127	384	129	129	513
Tardiness Per Cent.	.01	.0034	.0025	.004	.0024	.0024	.0035
Corporal Punishment	0	9	22	31	22	22	53
Days Taught	173	173	173	173	173	173	173
Holidays	18	18	18	18	18	18	18
Visitors	80	155	364	599	238	238	837

## HOLDERS OF THE E. W. BURKE SCHOLARSHIP MEDAL.

Spring Term—Thomas Abney, 6th Grade.

Fall Term—Lonah Webb, 7th Grade.

## GENERAL STATISTICS.

Population of city, census 1890.	8648	School population, Negro.	1225
School population (6-18 years), census 1888.	2326	Per cent. population, Negro, enrolled in City Schools.	37.3
School population, White.	1101	Taxable property of the city, 1890.	\$5,477,236.00
Per cent. School pop., White, enrolled in City Schools.	70.1	Tax rate for City Schools.	16-109



FIFTH ANNUAL REPORT OF THE SUPERIN-  
TENDENT OF THE CITY SCHOOLS.

PROF. D. C. BARROW,

PRESIDENT OF THE BOARD OF EDUCATION:

DEAR SIR:—

This report to you of the work of the schools during the year just passed marks the end of my official relations with your Honorable Body.

Not because the event suggests it, but because a sensitive appreciation of your unflinching courtesy and support demands it, do I now thank you and you all, warmly, for the confidence you have had in me and the help you have given to me, without fail ever, during these five years of my work in Athens. If much has been done here, it has been because more has been made possible by the considerate legislation of the Board of Education. If we have failed, the failure is ours, not yours. It is an unusual tribute to be able to pay to a Board of Public Education, to say of it, that it has never stood in the way of the success of the schools in its trust. But this and more may be said truly of our Board. We have asked for no appropriation which you have not given, for no supplies or equipments which you have not abundantly furnished, and for no legislation which you have denied us—tempering it all with a consideration and wisdom which have bettered our asking and made more effective your response. And we thank you.

Of the work of the schools, I do not now have the heart to say much. I set store by what has been done, I set greater store by what may yet be done. I believe that the faces of us all, of teachers, of principals, and of your new Superintendent, are set not to rear but toward the fore—and above all “toward the mountains whence cometh our help” in the discharge of duties which were peculiarly a burden in the life of a teacher if they were not, in God’s fatherly providence, especially a joy to us. The work has been arduous, the trials sometimes severe, the mistakes too frequent, and the anxieties and responsibilities hard and harassing. But all this is small matter. You and I and we all have had it in our hearts to furnish the largest possible opportunity to the young people of Athens to be strong and true men and women after awhile, and this redeeming purpose will perhaps count for something in men’s minds.

I have said that my greatest satisfaction lies, not in what we have done, but in what is doing in the schools and the results that may come out of it all in the future—in the promise and prophecy of this work. You know that latterly, schools, good schools, are of new sort and seeming—differing widely from the purposes and work of the old education. For instance, there was a time when the staple of work in schools was

symbols of knowledge rather than knowledge—signs and terms rather than things. The *trivium* and *quadrivium* studies of the Middle Times are in point. No wonder that education in the days of Rabelais was a fair target for his wit—and no wonder his genius hit off its absurdities. The natural result of such education we have in the harangue of the professor for the recovery of the stolen bells—as exquisite a satire upon the old education as one may fall upon. Ponocrates wanted the school life of Gargantua to be part and parcel of all his life, to be in touch with the actualities of living, to be hand-in-glove with the demands to be made on him shortly. It was a great shock to the Universities of his day; because he proposed that Gargantua should study some things that he would have use for in life; because he esteemed the world to be of some account, as a source of knowledge, as a place to live in and to make the most of. To learn something of what he ate at the table, he thought to be of more value, than to know how many angels could stand upon the point of a needle at one time. In short, the education Rabelais had in mind was about things more than about symbols of things; was less with books and more with the things the books talked about; was an education of the pupil in the world and not out of it; was to educate the pupil into relations with events and humanity, and not out of all connection with the affairs of the universe. He was a fore-runner of science in schools and its earliest advocate.

The great revolution going on in schools is more a matter of what has been brought into the schools for study than how these subjects have been studied; more a matter of the staple of instruction than of methods of instruction. The greatest value of the work of Pestalozzi and Froebel and Bacon lies not in the methods they advocated but in the materials they brought into the schools. The fabric of the instruction of modern schools has changed—and the pupils are brought face to face with nature and life, and are taught to ask, “What about all this?” Education is a preparation for the completest living possible, and must consider many things that have been unconsidered trifles heretofore; must not ask less earnestly about the meanings of life, but more about the matters of life.

Your Superintendent and teachers have been earnestly concerned about all these things. The aim has been to teach not less of arithmetic, reading, and what not, but to furnish ready to hand a substance for all these symbols of knowledge; to bring the outside world into the school-room, and to make the old work of the schools to be incidental to the larger purpose of an acquaintance with the world we live in. Language work has sprung out of a study of plants and animals, and of the forms and forces and occurrences of nature. Drawing has been a means to an end in this direct work upon the affairs of the great



world. Mathematics has sprung out of Geometry—in tablet laying, paper folding, and numberless other occupations, where form and color and number are a constant appeal to the taste and sentiment, activities and thoughts of the child. And so on.

With much of this work you are already acquainted. Can it not go on to still better purpose? The delicate part of the problem is to make one steadfast purpose consistently to order these details into place, to waste no effort, and to make sure of the accomplishment of our purpose in the end.

In brief, shall the problem of industrial education in such sort as may be part of public school work, go on to success in your schools? What has been done can be greatly bettered. For instance, the drawing from objects does not lead directly enough into decorative and industrial drawing and designing—to a sufficient degree of skill of eye and hand on the one side; and far enough into good work in light and shade and color in nature studies on the other. It cannot be done in a year or two, while genius and work alone can accomplish it in the end. But you can see that the aim is to have the pupils learn from doing; that the children are given something to do continually; given something they are interested in doing; something that yields a valuable result in the end; something to appeal to the *expressive* as well as the *impressive* side of their nature; something quickening instead of deadening to their intellects and tastes.

Sewing ought to follow up the love for needle and thread begotten in the card-board embroideries of the first grade. The details are ready to hand, and Mr. Bond is ready to order them into the schools at your bidding.

In conclusion, I must say that I am happy to turn over my work to him. He knows the purposes and largely of the details of the schools. He will generously regard the faults of the work, and everywhere strengthen the weak places in our schools. Believing all this to be true of him, I have warmly commended him to you, to whom he is already so strongly commended by his faithful work in the schools.

And now, my dear sir, with especially warm thanks to you for your constant advice and help and friendship in my work in Athens.

I am, very truly yours,

E. C. BRANSON, Superintendent.

## ORGANIZATION AND GOVERNMENT OF THE ATHENS CITY SCHOOLS.

### PLANS AND REGULATIONS.

#### CHAPTER I.

1. The Schools shall be divided into Primary, Grammar and High School Departments.
2. The Primary Department shall consist of the First, Second, and Third Grades; the Grammar Department, of the Fourth, Fifth and Sixth Grades; the High School Department, of the Seventh, Eighth and Ninth Grades.
3. The course of study, text-books, books of reference, &c., are prescribed, and no other text-books shall be used in the Schools, and none shall be used in any grade for which it is not designated.
4. The yearly session shall begin regularly on the first Wednesday in September and close the last Wednesday in May each year. There shall be two weeks of intermission at Christmas.
5. The holidays shall be Washington's birthday, Robert E. Lee's birthday, Memorial Day, Thanksgiving day, and such other days as the Board may order.
6. The regular school hours shall be from 9 a. m. to 1:30 p. m., for Primary Schools, and from 9 a. m. to 2 p. m., for Grammar Schools, and from 9 a. m. to 2 p. m., for the High School. The hours for opening and closing may vary at the option of the Superintendent, the intervals remaining the same.
7. Thirty minutes previous to the beginning of each daily session of the schools, the signals shall be rung upon the school bells, and the gates and doors of the schools opened.

### REGULATIONS—PUPILS.

#### CHAPTER II.

1. All boys and girls between the ages of six and eighteen years, who, with their parents or guardians, reside in the city of Athens, and are entitled under the Rules of the Board of Education to a participation in the benefits of the Public Schools, shall be admitted into the schools for which they are respectively qualified, by obtaining a certificate from the Superintendent; *provided, always*, they are not laboring under any contagious disease. Primary pupils beginning school shall enter only during the first month of each school year.
2. Pupils shall not be allowed to retain their connection with any of the Public Schools unless they be regularly furnished by their pa-



rents or guardians, or otherwise, within one week of the time they may be required, with books or other conveniences necessary for the prosecution of their studies.

3. The pupils in the Grammar Departments shall be subjected to two examinations in writing each session, as the Superintendent may direct, and oftener, if he shall deem such examinations necessary. Pupils who may purposely absent themselves from any school examination, or public exercise of the schools, may be suspended, and shall not be allowed to return except at the option of the Board.

4. In case of the temporary withdrawal of a pupil, such pupil, upon return shall be examined by the Superintendent, and if found deficient shall be reduced in grade, or be re-assigned to the same grade at the beginning of a new session.

5. Pupils who fail for two successive months to earn a scholarship average of 45 per cent., shall be reduced in grade.

6. All pupils winning a scholarship average for the session of not less than 70 per cent. will be promoted provided they do not fall below 60 per cent. in Mathematics.

7. Transfers shall be regularly made at the end of each session, upon the conditions stated in the previous Section. They may be regularly made at the end of each term in the Primary Schools. Pupils, who, in the judgment of the teacher in charge, win promotion at other times than those stated, may be at once transferred by order of the Superintendent.

8. Regular and punctual attendance is enjoined upon all pupils. Any pupil who is absent from school two days in one week or any four days in one month, unless leave of absence has been previously obtained, or a satisfactory excuse given by parent or guardian, (or who is frequently tardy,) shall be reported to the Superintendent for suspension.

9. Excuses for absence or tardiness, and requests for dismissal before the close of school, must be made in writing by the parent or guardian.

10. No pupil who has been absent, or who appears after the opening of the school, shall be admitted without a satisfactory excuse from parent or guardian for such absence or tardiness, or without proper discipline for the remissness.

11. Sickness of the pupil or in the pupil's family, impassably bad weather, unforeseen and Providential causes, are occasions for legal excuses.

12. Falsehood, profane and indecent language, and the use of tobacco, within the school enclosures, or on the way to or from school, are positively prohibited, and cleanliness of person and clothing is required. Repeated violations of this rule shall subject the pupil to expulsion.

13. Pupils shall go directly to and from school, refraining from playing, quarreling, fighting, or loitering by the way, being subject to the regular rules while en route.

14. Pupils must walk quietly through rooms and hall-ways; must not go into rooms belonging to other grades without the permission of a teacher; must not throw stones or missiles of any kind upon the school grounds or upon the streets; must not collect in the vicinity of the schools before the ringing of the city bells; must refrain from communication during school hours without permission, must pay in full, within two weeks, under penalty of suspension, for all damage to school property; must be responsible for the cleanliness and order of their seats and books, and of the floor in their immediate vicinity.

15. Any pupil who shall leave the school at any time before the regular hour for dismissal without the consent of the teacher shall not be permitted to re-enter the class, until an excuse or apology satisfactory to the Principal or Superintendent has been rendered.

16. Any pupil found upon that portion of the ground assigned to the opposite sex, shall be subject to immediate suspension.

17. Whenever the example of any pupil shall become injurious to the school through indolence, neglect of rules, or any other cause, and reformation shall appear hopeless, the parents or guardians shall be requested to withdraw such pupil from the school. Should the parent or guardian fail to comply with this request, the pupil may be suspended.

18. Pupils shall comply with all the rules and regulations for the government of the school to which they may be assigned, and submit to such penalties and punishments as may be subscribed for bad conduct. Should parents or guardians object to the infliction of corporal punishment upon their children or wards, such objection must be made known in advance to the Superintendent in writing, and upon the infraction of rules by such pupils they may be suspended by the Superintendent.

19. All suspensions shall be reported by the Superintendent to the Board at the next regular meeting after such suspension, with all attendant circumstances, expulsion being discretionary with the Board.

20. Pupils or parents having cause for complaint will seek redress first before the Principal of the Building, and if not satisfied the case shall be immediately referred to the Superintendent, subject to appeal to the Board.

21. Non-resident children, or pupils over eighteen years of age, shall be admitted to the schools on their payment of tuition in advance each month, provided there is room, so that they do not prevent the admission of resident pupils.



The rate of tuition shall be as follows:

In Primary Department, per month.....	\$1.50
In Grammar School Department, per month.....	2.00
In High School Department, per month.....	2.50

22. Should any teacher without the order or direction of the Superintendent, admit and teach any pupil not entitled to free tuition, said teacher shall be responsible for the tuition of such pupil for the term the pupil remains in school. After pupils have been regularly admitted by the Superintendent as herein provided, it shall nevertheless be the duty of all teachers to report to the Superintendent the names of all pupils who, from non-residence or otherwise are not entitled to free tuition. Any teacher, after the knowledge of the fact, who shall fail to report any such pupil to the Superintendent shall be responsible for the tuition of such pupil.

### REGULATIONS—TEACHERS.

#### CHAPTER III.

1. The examination of teachers shall take place annually at such time or times as the Board shall determine.
2. No teacher shall be permanently employed without undergoing an examination satisfactory to the Board, under regulations hereafter to be prescribed. Teachers having undergone a written examination and attained an average per cent of 85 shall be considered unexceptionable for scholarship, and may be excused from the annual re-examination at the option of the Board.
3. Teachers shall hold their places during the pleasure of the Board, and shall not be at liberty to resign without giving one month's notice of such intention.
4. Teachers are requested to be in their school-rooms 30 minutes before the beginning of the daily session, on bright open days and forty-five minutes before on cold or rainy days. Teachers who may be tardy shall report the fact on the monthly report to the Principal with reason therefor.
5. In case of absence from sickness or other cause, they shall send timely written notice thereof to the Principal, who, with the Superintendent, shall provide a substitute from the list furnished by the Board. The pay of a substitute for a school day shall be one thirtieth part of the ninth part of the annual salary of the teacher. But no regular teacher shall receive the surplus salary when continuously absent from duty more than one week.
6. They shall attend all meetings to which they are called, and all special classes organized for their instruction by the Superintendent or the Board, and in case of failure to do so, shall furnish the Superintendent a statement in writing of the reason therefor.
7. Every teacher shall keep in a register furnished for the pur-

pose, a correct account of the name, age, attendance, deportment, and scholarship of each pupil, and shall send a monthly report of the three latter,—in figures at the end of each term,—to the parent or guardian, to be signed and returned to the teacher. Teachers shall make their Principal such monthly reports of their rooms as may be required by the Superintendent.

8. At the opening of the schools, each teacher shall prepare a written program for daily exercises and recitations, to be deposited by the Principals with the Superintendent, and strictly adhered to by the teacher when approved by the Superintendent.

9. Teachers will obey the instructions of the Superintendent and respective Principals, and devote their time during school hours exclusively to their respective schools.

10. Teachers shall co-operate with the Principals and Superintendent in maintaining order on the part of pupils in halls, stairways, play grounds, and en route to and from school.

11. Teachers shall attend to the physical education and comfort of the pupils under their charge, make the ventilation and temperature of the school-room an especial object of attention, taking care that the temperature fall not below 60 nor rise above 70 degrees Fahrenheit, while the furnaces are in operation during school hours.

12. Teachers shall be responsible for the discipline and government of their rooms, ruling as would a kind and judicious parent, always firm and vigilant but prudent. They shall endeavor, on all proper occasions, to inculcate in their pupils truthfulness, self-control, temperance, frugality, industry, obedience to authority, reverence for the aged, forbearance toward the weak, respect for the rights of others, politeness to all, kindness to animals, desire for knowledge and obedience to the laws of God; but no teacher shall promulgate partisan or sectarian views in the schools under any circumstances.

13. Should kind and persuasive measures fail with pupils they shall be reported to the Principal, who may inflict, or cause to be inflicted such punishment in private, corporal or otherwise, as the case demands. Whenever corporal punishment shall be inflicted upon any pupil in the schools, the name of the pupil, grade, age and cause of punishment shall be recorded and reported by the Principal to the Superintendent, subject to inspection of the Board.

14. Whenever pupils are suspended or excluded from the schools and the Superintendent, or the Board and Superintendent, re-admits them upon terms and they decline to return to school upon the terms imposed, it shall be the duty of the Principals of the schools to report such pupils to the Superintendent to be at once reported by him to the Board.

15. They shall be held responsible for the neatness of their respective rooms, furniture, and pupils—enjoining upon pupils not only



by precept but also by example cleanliness of person and dress and abstinence from the use of tobacco upon the premises.

16. They shall take immediate steps to ascertain the cause of all absences.

17. Teachers shall have jurisdiction over pupils other than their own when the immediate teacher, or teachers, of such pupils is not present.

18. Teachers shall report any neglect by the janitor to the Principal.

19. Teachers will not be allowed to make any reply to written complaints addressed them by parents or guardians relative to pupils. All such communications must be referred to the Principal, to be referred to the Superintendent if deemed necessary.

#### PRINCIPAL. CHAPTER IV.

1. Principals shall be responsible for the observance and enforcement of the rules of the schools under their charge, and in the discharge of their duty shall be entitled to the respect, deference, and co-operation of teachers associated with them.

2. They shall make monthly reports of their work to the Superintendent in such form as he may direct.

3. They shall have a general supervision of the grounds, buildings, furniture and appurtenances of the schools and see that the same are kept in good condition, and that minor repairs are done by the janitors; they shall see that good order is maintained upon the school premises in the neighborhood thereof, and that the strictest cleanliness is maintained in the school buildings and premises belonging thereto; they shall promptly report to the Superintendent any repairs that may be required, and any negligence of the janitors; they shall make requisition upon the Superintendent for all supplies of books, stationery, and other articles required for the use of the school.

4. As teachers they shall be subject to the regulations hereinbefore given in Chapter III, and to such regulations therein as refer to Principals.

#### REGULATIONS—SUPERINTENDENT.

##### CHAPTER V.

1. He shall devote himself to the study of our school system, and shall keep himself acquainted with the progress of instruction and discipline in other places, that he may suggest appropriate means for the advancement of the public schools of the city.

2. He shall have the general supervision of all the public schools of the city, and be specially charged with the enforcement of the rules of the Board.

3. He shall, during the last month of the summer term, examine, in connection with the teachers, the various grades and promote all qualified to higher grades, according to the standard of qualification fixed by the Board.

4. He shall give prompt attention to every instance of misconduct duly reported to him by the Principals, and if after examination it cannot be otherwise redressed, he shall report the same to the Committee on Grievances.

5. He shall examine each child who applies for admission as a pupil, and assign such pupil to the proper grade and building.

6. He shall spend a portion of each school day in the public schools of the city, and observe the mode of instruction and discipline adopted, and the success or failure of the same.

7. He shall have the power to suspend teachers and pupils for the neglect of duty or violation of prescribed rules. In such instance of the exercise of such discipline he shall make a written report of the same with full particulars to the Committee on Grievances for decision.

8. He shall transmit all special orders to teachers and janitors through the respective Principals of buildings.

9. He may at his discretion, for purposes involving the interests of the school, call meetings of the teachers, whose duty it shall be to attend.

10. He shall organize a weekly normal class of teachers for each race, to meet separately at such regular times, and at such stated places as he shall deem best. One hour or more shall be spent at each meeting in discussing and explaining the various branches taught in the public schools, and the best methods of teaching the same, each teacher, when requested, taking part, under the direction of the Superintendent, and the supervision of the Board when present. The Superintendent shall report to the Board monthly, or oftener, if required, as to the success of such normal classes, and the neglect or refusal of any of the public school teachers to attend and participate in such exercises. The normal classes shall be open for general attendance.

11. He shall keep accurate registers of all pupils in the several schools, containing a record of the name, sex, and date of admission of each child; all cases of withdrawal, suspension or dismissal, and the cause thereof.

12. At the close of each school year, he shall submit to the Board a written report of the work of the schools together with such suggestions and other information as he may deem worthy of notice, to be published with the Annual Report of the Board.

13. He shall attend the meetings of the Board.



## RULES FOR THE GRADING AND PROMOTION OF PUPILS.

1. There shall be in the Grammar and High Schools a written examination at the end of each term, of such length and character as the Superintendent may determine. Upon the general average of the pupil's written examination and his recitation grades, shall depend his reduction in class, or his promotion.

2. The written examinations shall be conducted by the teachers in charge of the classes. The value of each answer shall be marked opposite in the margin, and the percental value of each child's paper written in ink at the top of the first page. The paper shall be kept on file in the office of each Principal for one month after each examination.

3. Teachers shall inform parents in writing of the failure of children properly to sustain themselves in their studies. Any pupil that shall have a general scholarship average of less than 45 per cent. at any examination, shall be reduced in grade.

4. In order to secure promotion, a general scholarship average of at least 70 per cent., and not less than 60 per cent. in Arithmetic, must be attained by the pupil.

5. When pupils fail of promotion in the final yearly average of scholarship, in not more than two studies, they may be permitted to undergo a re-examination in such studies at some time to appointed be by the Superintendent, and if the requisite per cent. shall be attained, they may be passed to a higher grade.

## RULES FOR THE EXAMINATION OF APPLICANTS AND TEACHERS.

1. At the annual written examination, to be held on the second and third Saturdays in May, the Committee on Examinations, Course of Study and Text Books, and the City Superintendent, shall have two grades of questions prepared to test the qualifications of applicants for positions in the schools.

Papers shall be marked on the scale of 75, and each question shall have a value, to be fixed before the examination is held, by which, as standards of perfection, the papers shall be valued.

2. At the close of the written examination, the Committee on Examinations, Course of Study and Text Books, shall hold an oral interview with applicants, separately, for the purpose of eliciting further particulars as to scholarship, personal bearing, professional preparation, experience, etc., and shall embody the results of such interviews in the form of a report, marking each applicant on a scale of 25.

3. At the regular meeting of the Board next after the examinations, the City Superintendent shall report a list of applicants in the several Departments, with the average of each.

4. An applicant making not less than 40 per cent. in any study, and a general average of not less than 60, in such report, and no other applicant, shall be eligible to election.

5. Examinations at any other than the regular time in May shall be conducted in strict conformity to these rules.

6. Any teacher attaining an average of 60 per cent. in the annual examinations, and not less than 40 per cent. in any one subject, shall be eligible to re-election.

7. Any teacher attaining an average of 85 per cent. in the annual examinations, shall be exempt from future examinations.

8. No teacher shall be entitled to increase of salary, or to promotion, unless he or she shall have made an average of 85 per cent. in the annual examinations.

## COURSE OF STUDY.

### FIRST GRADE.

*Numbers* to 10 inclusive. Complementary contents to be memorized. Equation in form introduced with the No. 6. Figures and Roman numerals taken as used in the Readers. *Reading* from blackboard first six weeks in script. Stickney's Classic Primer, Monroe's Chart Primer and Chart, Holmes's First Reader. *Language work* and *Drawing* incidental to Reading and Numbers. *Handwork*, clay modeling, mat weaving, tablet laying, card board embroideries, &c., 1½ hours per week. (See Supt.'s Syllabus). *Science*, nature observations, the seasons and the flowers. *Calisthenics*, *music*. *Reference Books* for teachers (in our Library) Seelye's Grube Numbers, Practical Teacher 1884-5, Quincy Methods, How to Teach Reading, Boston Method, Love's Industrial Education, Hailman's Primary Methods, Wiebe's Paradise of Childhood, Tilton's Handbook of Music lessons.

### FIRST GRADE B.

*Numbers* to 18 inclusive, Teacher to follow details as given in Wentworth's Primary Arithmetic to p. 91. Complementary contents to 18 memorized. Mult. tables through 6's. *Reading*: Appleton's First Reader, Barnes's First Reader, Parker and Marvel's Book 1, Part 2 and Book 2, Part 1. *Language* and *Drawing* incidental to Reading Numbers, and Science work. *Science work*, germination of Plants, Roots, Stems, Buds. *Handwork*: Clay Modeling, Cardboard Embroideries, Corners, Borders and Center Pieces, Pease Work, Sewing, &c., 1½ hours per week. (See Supt.'s Syllabus) *Calisthenics*, *Music*. *Reference Books*:



How to Teach Reading, Hall, Branson's Grube Number Text, Prang's Teacher's Course on Form, Color and Number, Love's Industrial Education, Sewing in the New York School, Johnson's Education by Doing, Veazie's Music Primer, and Tilton's Handbook of Music Lessons.

#### SECOND GRADE.

*Numbers:* Wentworth's Primary Arithmetic to p. 161 Inc. Rapid Oral additions (Branson's Number Cards), Numeration and Notation of Hundreds. Mult. tables to 12 Inc. Practice with problems. Mental arithmetic stressed. *Reading:* Stickney's First Reader, Monroe's First Reader, Easy Steps for Little Feet, Names of the Punctuation Marks, and other marks occurring in the lessons. *Language and Drawing* incidental to all other work. *Science work:* Leaves, Seeds and Fruit, Insect Life, Weather Observations. *Handwork:* Sewing, Paper Folding, Paper Cutting, Clay Modeling, &c., two hours per week. (See Supt.'s Syllabus). *Music:* Mason's Second Music Reader. *Calisthenics.* *Reference Books:* Fitch's Lectures on Teaching, Powell's How to See (Preface), Woodward's English in the Schools, Prang's Teacher's Course in Form and Color, Sewing in the New York Schools.

#### THIRD GRADE.

*Numbers:* Wentworth's Primary Arithmetic finished and reviewed from p. 117, Rapid additions, Addition card, Window pane fractions, Figure Processes of Division, Practice with Problems, Mental Arithmetic stressed. *Reading:* Monroe's Second Reader, Barnes's Second Reader, Stickney's Second Reader. Parts of speech taught. Lessons carefully busy worked. *Language and Drawing* incidental to all other work. All drawing here as elsewhere to be from objects. Richardson's Language Lessons. *Science Work:* Plant and Animal Life (See Superintendent's notes on Geography) Geography Work Begun, talks on relative place, map and absolute directions, slopes, the work of water on slopes, &c. (idem.) *Handwork:* Clay Modeling, Sewing, Paper Folding, Parquetry Designing, &c., two hours per week. (See Superintendent's syllabus). *Music:* Mason's Second Music Reader. *Calisthenics.* *Reference Books:* Frye's Child and Nature, Botany in the School Room (Miss Buckalew's), DeGraff's Development Lessons, Sewing in New York Schools.

#### FOURTH GRADE.

*Numbers:* Common Sense Arithmetic to percentage (omit chapter on Properties of Numbers, Least Common Multiple and Greatest Common Divisor). Rapid additions, quick business processes. Colburn's Mental Arithmetic. *Reading:* Monroe's Third Reader, Wayside Reader Nos. 1 and 2. The thought analysis of sentences emphasized. *Language:* Tarbell's Language Lessons, Allen's Composition Blank. *Drawing:* Objective and as means to an end in other subjects. *Science work:* Frye's

Brooks and Brook Basins. Potter's Elementary Geography, Moths and Butterflies. *Handwork:* Clay Modeling, Sewing, Parquetry designs, &c., two hours per week. (See Superintendent's syllabus). *Music:* Mason's Second Music Reader, (4 Grade A), Independent Music Reader (Grade B). *Calisthenics.* *Reference Books:* Parker's How to Study Geography, Paine's Lectures on Teaching, Tate's Philosophy of Education, Johannot's Principles and Practices of Teaching. Geography of Georgia taught thoroughly.

#### FIFTH GRADE.

*Numbers:* Lovell's Common Sense Arithmetic finished and reviewed. Colburn completed. Quick business processes emphasized. *Reading:* Aesop's Fables, Montith's Science Reader, Peasant and Prince, Eggleston's stories of our country. *Language:* Tarbell No. 2, Allen's Composition Blank. *Science:* Potter's Elementary Geography, completed, Geography of the United States and North America especially. *Drawing:* from objects. *Handwork:* Clay Modeling, Parquetry designs, Color Rosettes, Sewing, &c., two hours per week. (See Superintendent's syllabus). *Music:* Mason's Independent Music Reader, *Calisthenics.* *Reference Books:* Whitney's Essentials of English (Preface) 1. Trainer's How to Teach History, Longman's Geography of South America. Spencer's Education.

#### SIXTH GRADE.

*Numbers:* Wentworth's Grammar School Arithmetic completed and percentage reviewed. *Reading:* Eggleston's History of the United States, Quentin's Durward, Readings from Nature's Book. *Language:* Tarbell's Language Lessons, Allen's Composition Blank, No. 2. *Geography:* Potter's Complete Geography begun. *Drawing* incidental to other studies. *Science* in connection with Geography. *Music:* Mason's Independent Music Reader. *Calisthenics.*

#### SEVENTH GRADE.

*Algebra:* Wentworth's Shorter Course begun. Compound Quantities, Percentage and Mensuration reviewed. *Geometry:* Spencer's Intentional Geometry. *Latin:* Collar and Daniel begun. *Science:* Martin's Physiology. *Geography:* Potter's Complete Geography finished. Maury's Physical Geography. *History:* Montgomery's English History.

#### EIGHTH GRADE.

*Algebra:* Wentworth's Shorter Course completed. *Physics:* Gage's Introduction to the Study of Physics. *Latin:* Collar and Daniell completed. Gildersleeve's Fifth Book of Caesar, Bingham's Latin Grammar. *Language:* Lockwood's Lessons in English through figures of speech. Seven American classics. *Greek:* (optional) Leighton's New Lessons.



## NINTH GRADE.

*Geometry:* Wentworth's Plane Geometry (5 books). Lockwood's Lessons in English completed and reviewed. Seven British classics. *Latin:* Virgil's *Æneid*, Allen and Greenough's Latin Grammar. *Greek:* (optional). Goodwin's *Anabasis* (with voc.) and Goodwin's Greek Grammar. *Book-keeping* Goodman's Short Course in Book-keeping.

DEPARTMENT OF PEDAGOGY IN THE BRAN-  
SON LIBRARY OF THE  
PUBLIC SCHOOLS.

**DRAWING:** Prang's Teacher's Manual, parts 1, 2 and 3. Bartholomew's Drawing Cards, Prang's Drawing books, Hall's Drawing Made Easy, Prang's Preliminary Manual, Nos. 7, 8, 9, Krusi's Teacher's Manual, Kindergarten's Manual of Drawing, Avery's How to Draw, parts 1 and 2, 1 set White's Industrial Drawing, Prang's Industrial Drawing Books, Prang's Teacher's Manual, Primary Course, Lovell's Graphic Object Drawing Books, Prang's New Manual of Drawing, Prang's Use of Models, Instruction in Drawing, (report of N. T. Asso.), Warren's Linear Perspective, the Magic Pear, Clay Modeling, (German Text), Prang's Shorter Course Drawing.

**MUSIC:** Emerson's Anthem Book, Church's Graded Singer, Nos. 2 and 4, High School Choir—Ditson Loomis's Progressive Music Lessons, Nos. 3 to 4, Kindergarten Music, Merry Songs and Games—Hubbard, Mason's Music Readers, Glee and Chorus Book, Ditson's Primary School Songs, Franklin Square Collection, Nos. 1 and 2, Methods in Music—Ginn. Merry Songs—Hanson. Songs and Games—Mulley and Tabram, Music, How Taught, Children's Songs—Tomlin's DeGraff's Music in the School Room. The Tonic—Sol-Fa Music Reader. Eleanor Smith's Kindergarten Songs.

**THEORY:** Bain's Education as a Science, Spencer's Education, Froebel's Education of Man, White's Elements of Pedagogy, Meiklejohn's, The New Education, The Distinctive Idea in Education, Hurlburt, Froude's Essay on Education, Brougham's Essay on Education. Tate's Philosophy of Education, Relations of Education—Dr. White. Waste of labor in Education—Chadbourne. Lectures on Education—Hailman. Fitch's Lectures on Teaching, Rosmini's Method in Education, Plato, Principles of Education—Greenwood. Palmer's Science of Education, School Supervision—Wickersham. Rosencrantz's Science of Education, Page's Theory and Practice of Teaching, Universal Education, Teaching Children to Think—Newcomb.

**KINDERGARTEN:** Froebel's Education of Man, Kindergartener's Manual of Drawing, Kindergarten Culture—Hailman. Kindergarten Stories—Buckland. Kindergarten Lectures—Peabody. Kindergarten Rhymes and Tales—Kriege. Paradise of Childhood—Wiebe. The Kindergarten May, '89 to June, 1890—also for present year. Barnard's Kindergarten and Child Lecture, Kindergarten Music.

**PHYSICAL CULTURE:** Watson's Calisthenics, Hunt's Handbook of Calisthenics, Physical Training—Dr. Hartwell.

**POLITICAL:** Lemon's Civil Government Outlines, Methods in Teaching Morals and Civil Government, Politics for Young Americans—Nordhoff. Macy's Civil Government.

**BIOGRAPHICAL:** Life of Horace Mann, Life of Arnold of Rugby.

**HISTORY:** History Topics—Allen. History Outlines—Ensign. Trainer's How to Study History, Labberton's New Historical Atlases, Adams' Synchronological Chart, Johnston's maps of England and Wales, Scotland, France, Central Europe, Greece, the Roman World, MacCoun's Historical Geography of the United States, Outlines of History, Sheldon's How to Teach History, Questions and Topics on United States History, Topical Analysis (History, et al.)—Wedgewood.

**DISCIPLINE:** Helen Hunt Jackson's Bits of Home Talk, Smith's Duty, Discipline in the School Room, by Hiram Orcutt, Roger Ascham's Schoolmaster.

**SCIENCE:** Newell's Outline of Botany. Color and Form in Nature—Marwedel. Color in the School Room, (Milton, Bradley & Co.) Webster's Outlines of Chemistry. Experimental Science. Hopkin's Easy Experiments in Science, Guides for Science Teaching—Hyatt. Frye's Relief Maps, Olmstead's Relief Maps of the United States, Ritter's Geographical Studies, Ritter's Comparative Geography. The Microscope—Bausch. Natural Science in Secondary School—Muhlenburg. Outlines of Natural Science—Jackman. Physiology Outlines—Warfell. Physics, Aim and Methods—Mead. Sanitary Condition of Schools—Lincoln Botany in the New York Schools—Buckalew. Yaggy's Anatomical Hand Book. Yaggy's Anatomical Chart.

**ARITHMETIC:** Wentworth's New Primary Arithmetic, Ginn's Addition Manual, Giffin's Arithmetic Reviews (also Geography and Language), Reed's How to Teach Number, Dolan's Drill Tables, Davis's How to Teach Fractions, Number and Language—Ginn and Coady, Number in the Washington, D. C., Schools, parts 1 and 2, Giffin's How to Teach Arithmetic.

**GEOGRAPHY:** A Method in Geography. Ritter's Geographical Studies, Guyot's Earth and Man, Marsh's Man and Nature, Guyot's C. S. Geography, Guyot's Physical Geography, Map Drawing—Bangs. Cram's Handbook of Geography, How to Teach Geography—Carver. Regent's Questions in Geography, Geikie's Physical Geography, Appleton's and



Butler's Physical Geography, Nichol's Topics in Geography, Frye's Child and Nature, Fisher's Essentials of Geography, Goldthwaite's Geographical Monthly, Crocker's Methods of Teaching Geography, Handbook of Map Drawing—Apgar. Parker's How to Study Geography, Longman's Geography of United States, Miss West's Class in Geography, Maury's Physical Geography, Methods and Aids in Geography, Practical Work in Geography.

INDUSTRIAL TRAINING: Manual Training—Woodward. First Lessons in Wood Working, Kilbon's Knife-Work in the School Room, Manual Training—Dr. W. T. Harris. Baltimore Manual Training School, Psychology of Manual Training—Dr. W. T. Harris. Industrial Education in the South, Sewing in the School Room—Kirkwood. Slojd, Parts 1 and 2—A. Sluys. Wood Engraving—Emerson.

LANGUAGE AND LITERATURE: Woodward's English in the Schools, English in the Preparatory Schools, Errors of Speech—Meredith. Boyce's Enunciation and Articulation, Le Bow's English As She Is Taught, How to Teach Reading—Boston Method. How to Teach Reading—Monroe. How to See—Powell, (Preface). Literary Landmarks—Burt. Badlum's Suggestive Lessons in Language and Reading, Hale's Art of Reading Latin, Tomlinson's Method in Latin, Philosophy of Emphasis—Vance. A Longfellow Night, American Authors and Their Birthdays, Appleton's Word Manual, Balkin's From Blackboards to Books, Calkin's Reading Cards, Shaw's Reproduction Stories, A Shakespeare Examination—Thom. The Spelling Reform, Vocal Gymnastics, Voice and Action.

PSYCHOLOGY AND PEDAGOGY: Howett's Pedagogy, Hazard on the Will, Hailman's History of Pedagogy, Lectures on Pedagogy—Compayre. Compayre's Psychology, Haven's Mental Science, Lindner's Empirical Psychology, Hickok's Psychology, Psychology—Seelye's Hickok. Wayland's Intellectual Philosophy. Gill's Systems of Education, Mark Twain's Tom Sawyer, (a good text book on boy Psychology), Watt's On the Mind.

PRACTICE: De Graff's Development Lessons, Love's Industrial Education, Johnson's Education by Doing, First Lessons in Wood Working, Lessons in Form and Number—Speer. Graded School—Wells. How to Teach (Kiddle, Harrison and Calkins), Helps in Ungraded Schools. How to Teach Music, Music—How Taught, One Thousand Ways of One Thousand Teachers, The Practical Teacher (1884-5), Hailman's Primary Methods, Quincey Methods—Patridge. Manual for Teachers—Riverside Press. Teachers Manual of the New York Schools, Parker's Notes on Teaching, Wickersham's Methods of Instruction, Wickersham's School Economy, Penmanship Manual—Spencerian, Griffin's How to Teach Arithmetic.

INFORMATION: Butler vs. Common Schools Mass—Mayo. Work and History National Bureau of Education, Co-Education of the sexes in the U. S., Philbrick's City School Systems in the U. S., Jarvis's Value to Labor of Common School Education, Report Cook County Normal (1890,) How to Conduct County Institutes, Designs of School Buildings, Reports, Department of Superintendent N. T. Ass'n., 1881, 1882, 1886, 1888, 1889, Causes of Deafness—Dr. Sexton, Mayo's New Education in the South, Orr's Educational Needs of the South, Eaton's National Aid to Education, Indian Schools—Morgan, Compulsory Education—Bokkhelew, Education in Japan, The Educational Situation in the South—Mayo, Education in France, German Universities, Hand Book of Georgia, Patton's Resources of the U. S., Whitaker's English Almanac, 1889, 1890, Meriwether's History of Education in South Carolina, Bush's History of Education in Fla., Jones's History of Education in Ga., Jefferson and the University of Va.,—Adams, Higher Education in Wisconsin—Allen and Spencer, History of Colleges and Universities in the U. S., The Great Schools of England, Industrial Education in the South—Mayo, Illiteracy in the U. S., National Aid to Education—Curry, Indian Schools—Riley, Address—Dr. E. S. Joynes before S. C. Asso., Library Winston, N. C. Schools—Catalogue, History and Teaching of Mathematics in the U. S.—Cajori, Reports Commissioner of Education U. S., '83-4, '84-5, '85-6, '86-7, '87-8, '88-9, Iowa Schools, '86-7, Tennessee School, '88, Indiana Schools, '84 Rhode Island Schools, '88, '89, Cincinnati Schools, '84-5 Kansas Schools, '85-6, New York City Schools, '84, Alabama Schools, '87, Pennsylvania Schools, '87, A Southern Graded School—Mayo.

MISCELLANEOUS: Arbor Day Celebration—Arbor Day, Manual of Exercises, Kenyon's The Coming School, Dont, Swett's Examination Questions, Lectures to Children, Willcox's Legal Rights of Children, Powers and Authorities of School Officers, Root's School Amusements, School Architecture, Designs for School Buildings, School Houses for the South—Chase, Teacher's Institutes, Spencerian Penmanship Manual.

## RULES GOVERNING THE BOARD OF EDUCATION.

### ARTICLE I.

SECTION 1. At the regular meeting of the Board in January in each year, or as soon thereafter as possible, the Board shall elect a President, a Vice President, a Treasurer and a Secretary to serve for the year or until their successors are elected, should vacancies occur by death, resignation or otherwise, of either of the aforesaid officers, the Board, at a regular meeting, may fill the vacancy or vacancies for the unexpired term.



SECTION 2. Whenever a vacancy in the Board occurs notice thereof shall be immediately given to the Mayor and Council of the city of Athens.

## ARTICLE II.

SECTION 1. It shall be the duty of the President to preside at all meetings of the Board; to sign the records of its proceedings; attest transcripts of the same, as certified by the Secretary when necessary; to call meetings of the Board whenever he may deem advisable, or when requested to do so by three members; to appoint all committees when not otherwise provided; to visit as often as convenient each of the Public Schools of the city, and lay before the Board, from time to time, such suggestions as may occur to him for their improvement. He may at pleasure address the Board, the chair being assumed by the Vice-President, or some other member selected by him.

SECTION 2. The Vice President, in the absence of the President, shall be clothed with all the powers, and perform all the duties of the President.

SECTION 3. The Secretary shall have charge of the records of the Board, and of all papers directed by the Board to be kept on file; he shall keep a permanent record book in which all its votes, orders and proceedings, shall be by him recorded.

He shall give notice of all stated and special meetings; he shall notify the chairman of every committee appointed, stating the commission and the names of the members associated with him; he shall give notice of the meetings of all committees when requested by the chairman, or any two members thereof; he shall notify the instructors of their appointments, and shall give such other notices as the Board may require.

He shall transmit the copies of all votes, resolutions and documents, which are to be sent to the members of the Board, to the various committees, to the teachers, or to other persons. He shall see that the diplomas, and other certificates awarded to successful candidates in the Public Schools, are procured, properly inscribed, and sent to the appropriate schools at least one day preceding the annual examinations, and shall perform such other duties as the Board shall prescribe and from time to time direct.

SECTION 4. It shall be the duty of the Treasurer to receive and pay out all money (from whatsoever source derived,) set apart for the establishment of Public Schools in Athens. Before entering on his duties, the Treasurer shall give bond to the Board in such sums as the Board may require, with security, to be approved by them—said bond shall be recorded on the minutes of the board, and shall be left in the hands of the President of the Board. All vacancies in the post of Treasurer shall be filled by the Board as soon as practicable after they

occur, and the Treasurer shall at all times be subject to removal by the Board, and shall, when ordered by said Board, deliver up to his successor all money, books, papers and property in his custody, belonging to the Public Schools. The money which comes into the hands of the said Treasurer shall be subject to be managed, administered and expended by said Board. It shall be paid out only on the checks or drafts of said Board, countersigned by the Secretary; and the Treasurer shall keep a book of receipts and payments, and transmit quarterly on the first Monday of January, April, July and October, a full and complete transcript therefrom to the Board of Education. Whenever directed by a resolution of the Board, the Treasurer shall keep the funds on hand deposited in some bank in the city (specified in the resolution). All deposits, and the terms thereof, shall be reported with the quarterly transcript from the Treasurer's books—said books, and the moneys, bond, certificates of deposits and other assets on hand, being at all times subject to inspection by the Finance Committee of the Board.

## ARTICLE III.

SECTION 1. There shall be seven standing committees, consisting of three members each, to be appointed by the president at the first meeting in January, or as soon thereafter as practicable, viz:

- (1). A Committee on Finance.
- (2). A Committee on Salaries and Supplies.
- (3). A Committee on Buildings and School Property.
- (4). A Committee on Grievances.
- (5). A Committee on Rules and Law.
- (6). A Committee on Examinations, Course of Study and Text Books.
- (7). A Committee on Sanitary affairs.

SECTION 2. The Committee on Finance shall examine all bills and claims which may be presented against the Board of Education, when such bill or claim is for one hundred dollars or more, and report the same to the Board, audited and approved, or rejected with reasons for such rejection; *Provided*, that they shall report upon no bills which have not been in their possession at least twenty-four hours before the meeting of the Board at which they shall be called on to report, nor approve any bills purchased by the authority of any committee unless such bills are accompanied by the written order of the chairman of such committee. They shall, each month, report the salaries of teachers and janitors for payment. This committee, at least once a year, and oftener if required by the Board, shall examine the books, inventories, accounts and vouchers of the Secretary, and report upon their correctness to the Board. Said committee shall be charged with the duty of attending to all matters pertaining to the raising of money for the use of the Board.



All bills or claims for less than one hundred dollars shall be paid when the bill or claim is accompanied by the written order of the chairman of the committee ordering the work done or supplies furnished and the receipt of the Superintendent or other officer upon such order showing that the work has been done or the supplies furnished, provided the amount of such bill or claim shall be approved by the chairman of the committee ordering the work done or the supplies furnished.

SECTION 3. The Committee on Salaries and Supplies shall have charge of all questions concerning the salaries, and also of all purchases of every description of supplies for the schools, and for the use of this Board or its officers; and shall, previous to the commencement of the scholastic year, advertise for bids to furnish the schools with all the necessary fuel, stationery and regular supplies, and report such bids to the Board for approval or rejection; and shall see that the successful bidder complies in every respect with the contract authorized to be made with him, and, if necessary, require good and sufficient security for the faithful performance of said contract. All purchases of this committee shall be made upon written orders.

SECTION 4. The committee on Buildings and School Property, shall have charge of the erection of all new buildings, and the repairs or alterations of old ones; submit plans and specifications and estimates of the same for approval; make contracts for work and material for the same under instructions from the Board; see that said work is executed in a workman-like manner, according to contract, and in all cases require approved security for a faithful performance of all contracts. This committee shall report upon the condition of all school property in Athens, as, from time to time, they may be required.

SECTION 5. The Committee on Examinations, Course of Study and Text Books, shall have control of all examinations of applicants for positions as teachers in the Public Schools. It shall be the duty of this committee, after having given due and public notice for a sufficient length of time, to examine in writing all such applicants, and report the results of said examinations to the Board for action. The Secretary of the Board of Education shall be Secretary of the Committee of Examiners. They may make such rules for their government, subject to the approval of the Board, as they may deem necessary. Said committee shall also have control of the public examinations of the Public Schools, and also of examinations for promotions in schools—the result to be reported in June. In the month of May, annually, they shall examine the course of study prescribed for the schools, and shall recommend to the Board, at the regular meeting in June, such improvements in the course of instruction, and such changes in the

text books, as they may deem expedient, and no changes in the text books shall be made unless referred to this committee and reported on by the Board. In the execution of these duties, this committee shall have the aid of the Superintendent. It shall further be the duty of the different members of this committee to visit, as often as convenient, the Public Schools of this city; to note the diligence and efficiency of the teachers in the discharge of their duties, and the progress of the scholars in their studies and deportment, and make, through their chairman, such suggestions to the Board as they may deem proper for the best interests of the Schools.

SECTION 6. The Committee on Grievances shall investigate all cases of difficulty or misunderstanding between teachers, teachers and parents, or teachers and pupils, and all cases of difficulties or grievances which may be referred to them: provided, that all complaints shall be preferred in writing, specifying the charge or charges, and handed to the Secretary of the Board, who shall furnish the Chairman of the Committee on Grievances, and the accused, a copy of the same. When notified to do so, the accused shall file his or her answer; and if, in the opinion of the committee, the proof be required, the chairman shall notify the parties interested of the time and place for them to appear with their witnesses before the committee, so that a fair and impartial investigation of the case may be made. Said committee at the next stated meeting thereafter, shall report, in writing, an abstract of the proof, together with the decision of the committee, for the action of the Board.

SECTION 7. The Committee on Rules and Laws shall consider and report upon all proposed additions, alterations and amendments to the Rules of the Board or Schools, and no action shall be taken on any proposed alterations or amendments until reported on by the committee. All matters of title and questions of law shall be referred to this committee.

SECTION 8. The Committee on Sanitary affairs shall have control of all matters connected with the health and comfort of the pupils while in the school rooms or in the school yards, shall see that school rooms are properly heated, ventilated and lighted, and shall, from time to time, make reports to the Board suggesting such alterations in the plan of heating, lighting and ventilating as they shall deem best. Said committee shall have power to make all rules that may be necessary for the preservation of the health and comfort of the pupils, but such rules shall be at all times subject to revision by the Board. Whenever said Committee shall adopt any rule or rules the Chairman shall deliver a copy to the Superintendent who shall cause a copy to be placed in the hands of each teacher.



## ARTICLE IV.

SECTION 1. At the hour of meeting, or as soon thereafter as a quorum shall be present, the President shall call the Board to order, which shall proceed to business in the following order:

- (1.) Calling the Roll.
- (2.) Reading the Minutes of Previous Meeting.
- (3.) Report of Superintendent.
- (4.) Report of the Committee on Finance.
- (5.) Report of the Committee on Salaries and Supplies.
- (6.) Report of the Committee on Buildings and School Property.
- (7.) Report of the Committee on Sanitary Affairs.
- (8.) Report of the Committee on Examinations, Course of Study, and Text Books.
- (9.) Report of the Committee on Grievances.
- (10.) Report of the Committee on Rules and Laws.
- (11.) Report of Special Committees.
- (12.) Deferred Business.
- (13.) New Business.

## ARTICLE V.

SECTION 1. The regular meeting of the Board shall be on the fourth Monday of each month, at four o'clock p. m.

SECTION 2. A majority of the members of the Board shall constitute a quorum.

SECTION 3. Called meetings shall be held whenever ordered by the President, or by three members of the Board.

## ARTICLE VI.

SECTION 1. All elections by the Board shall be *viva voce*, and the vote of each member shall be entered on the minutes. A majority of the whole Board shall be necessary to a choice.

SECTION 2. The Superintendent, Teachers, and all Officers of the Schools, shall be elected in each year at such time or times as the Board may determine. All special elections shall be held when necessary.